

Short-term release time

The BCTF is responsible for release time for PSAC, PSAC SAC, and five days release time for each PSA president, which may be used for PSA business as determined by the president. Additional release days may also be available to PSAs within the P120 budget. The PSA services co-ordinator issues leave-of-absence requests for PSA Council meetings as well as for the five days of discretionary leave for presidents/designates.

PSA executive officer issues the leave-of-absence requests that will be at the PSA's expense (setting up a form like that on the last page of this section to facilitate making requests on behalf of PSA members).

Long-term release time for PSA officers

33.08.B—The following shall be the procedure for BCTF approval of release time for a PSA officer. This procedure applies to long-term release time (a full year or partial leave full-time or part-time release from teaching duties). It does not apply to single-day or other short-term leave. Short-term leave is leave on an irregular basis throughout the year or full-time leave for less than one month.

1. PSA determines that it has a need for release time for an officer to work on behalf of the PSA.
2. The PSA develops a proposal that includes the following elements:
 - a. a definition of the need
 - b. a description of the nature of the duties to be performed
 - c. a definition of how much release time is to be provided and the basis for pay (e.g., regular teaching salary)
 - d. a designation of which officer in the PSA to be released
 - e. a description of related requirements such as working space, equipment, clerical assistance, travel
 - f. a budget for the release time and related items
 - g. an explanation of the source of revenues to cover the budget.
3. The proposal is circulated to all members of the particular PSA before the annual meeting.
4. The PSA annual meeting approves the proposal.
5. The proposal goes to BCTF Executive Committee for approval.
6. The BCTF seeks approval from the affected school board to second the individual to the BCTF to work on behalf of the PSA. (Seconding is the best arrangement for maintenance of all employee benefits.)

PSA chapters/local specialist associations

CHAPTER INFO



33.06.C. Representation Policy for PSA Chapters and/or Local Specialist Associations

1. A PSA may organize or recognize local specialist associations as chapters of the PSA. Such chapters shall be responsible to the PSA about provincial matters and to the local on local matters. Responsibility to the local teachers' union on local matters is mandatory.
2. No PSA chapter or local specialist association shall make representations to any authority or agency outside the BCTF without authorization from the local.

Forming PSA chapters

Locally

A chapter affords opportunity for teachers to discuss local problems and to exchange ideas. A group of enthusiastic teachers can invite speakers to locally sponsored workshops and can work through the local teachers' union on local conditions that need improvement.

Provincially

A provincial association's contact with more teachers than a local group widens the scope of interest and concern. Local groups can obtain guidance and support from one another. Pooling

ideas and decisions adds weight for action on behalf of teachers at the local and the provincial levels.

Nationally

A PSA has contact with Canadian and international associations.

Organization of a PSA chapter

1. Any interested group may form a chapter. As soon as members have made a decision to organize, they should inform the local PD chairperson and the provincial specialist association's president or chapter co-ordinator.
2. The majority of chapter members must belong to the PSA with which the chapter is affiliated.
3. A chapter has certain responsibilities to its local union. It should keep the executive informed of its plans and projects and should go through the local union in any business with the school board or superintendent.
4. The executive of a chapter is elected from the membership at a general meeting of members held annually [usually in the late spring for the following term]. All members of the chapter executive must be PSA members and active BCTF members.
5. Finances for the chapter:
 - a. A fee may be charged all members of a chapter.
 - b. A registration fee may be charged for workshops often a collection is taken to offset the cost of refreshments.
 - c. The local teachers' union may have an in-service education budget consult the PD chairperson.
 - d. The school board may allow in-service education expenses for groups or individual teachers. Apply through the PD chairperson.
 - e. The provincial specialist association may offer grants to its chapter on behalf of members who are PSA members and BCTF members. The BCTF will provide lists of such members at any time on request.
6. Attendance at meetings:

A chapter may invite any people it wishes to attend its meetings, but only members of the teachers' union local and the PSA may vote and/or hold office.
7. Notices of meetings should go to all members at their homes. Duplicated minutes or reports of meetings might be sent to the members. It helps everyone to keep in touch with the group, especially if it is not convenient for all the members to attend every meeting. It is important that material sent out by a chapter be carefully prepared, neat, and accurate.
8. The executive will assume the responsibility of organizing activities, but the members should be informed of its plans and decisions. The membership is free to question or to offer suggestions at any time.
9. Each chapter determines the offices needed. Suggested: president, vice-president [president elect], secretary, treasurer, representative to the local union, program convenors, social convenors, committee heads for special projects, nominations chairperson.
10. Meeting dates should be set well in advance and should be well publicized. Choose times and places that are convenient for the majority.
11. It is better to have a few good meetings than many poor ones.
12. The following is suggested wording for PSAs to use as opening remarks at meetings (pursuant to 9.D51-1): "We want to begin by acknowledging the _____ First Nations." Or "This meeting is taking place on the traditional territory of the _____ people. I take this opportunity to acknowledge the _____ people." (See bced.gov.bc.ca/abed/map.htm)
13. After each PSA meeting, the PSA secretary supplies minutes to both the staff liaison and the PSAC Agenda and Steering Committee liaison, as well as to the BCTF Records Department (records@bctf.ca) and the PSA services co-ordinator (bgoto@bctf.ca).

Each chapter of a provincial specialist association is expected to:

1. maintain a legislative organization and ratify a constitution.
2. ensure that as many local members as possible join the PSA.
3. study the PSA's constitution and literature.
4. promote professionalism as interpreted by the PSA.
5. communicate and co-operate with the parent provincial specialist association.
6. direct appropriate action through the PSA executive.
7. direct appropriate action through the local teachers' union [PD chairperson].
8. keep information flowing.

Constitution for a PSA Chapter

(Request a copy of your PSA's constitution in order to develop a compatible chapter constitution.)

Sample PSA Chapter Constitution

Dated _____

Name

The name of this association shall be the

Association, subsection of the _____

[local teachers' union] and chapter of the

_____ [PSA].

Objects

The objects of this association shall be:

1. To promote and advance education throughout the province.
2. To act as a clearinghouse for ideas and a source of trends and new developments.
3. To furnish recommendations and advice to the teachers' union local and to the PSA on matters affecting education and teachers.

Base of operation

The operations of the association are to be carried on in _ [SD or area].

By-Laws

Article 1—Membership

Membership shall be open to any person who is a member of the local teachers' union and the PSA. The membership year shall be _____.

Article 2—Fees and Financial Records

- a. Membership fees shall be established by resolution at each annual general meeting of the association.
- b. The financial records of the association shall be maintained by the treasurer and shall be open to the membership and to the executive of the parent provincial specialist association.

Article 3—Officers

The officers shall be president, vice-president, past president, secretary, treasurer, program chairperson, hospitality convenor, and representatives to the local teachers' union and PSA. Officers shall be elected for a term of one year at the annual general meeting.

Article 4—Committees

- a. The executive committee shall be the officers of the association and selected committee chairpersons.

- b. Committees may be appointed by the executive committee from among the members of the association. Such committees shall be responsible to the executive committee.
- c. Wherever a vacancy occurs in the executive committee through any cause, the executive committee shall name a member to fill the vacancy until the next general meeting.

Article 5—Duties

- a. The duties of officers and of the executive shall be as defined in *Robert's Rules of Order* when not in conflict with any clause of this constitution, and they shall also govern the procedure of all meetings.
- b. At the first section of the annual general meeting, the secretary shall report in detail the business of the association during the year, and the treasurer shall submit in writing a report of the financial condition of the association, including a detailed statement of all receipts and expenditures.

Article 6—Meetings

- a. The annual general meeting of the association shall be held each year at a time and place to be designated by the executive committee.
- b. Other general meetings of the association shall be held from time to time as ordered by the executive.

Article 7—Representations to outside agencies

Any representations made by the chapter to an authority outside the local teachers' union (on a local issue to the school board) or PSA (on a provincial matter to the Ministry of Education) should be conducted through the ___ [local teachers' union] or the _ [PSA].

Duties of officers

There is no set list of officers. Each chapter will consider its needs and allocate duties to meet its requirements. The president of a PSA is an ex officio member of each chapter.

President

1. Chair general and executive meetings.
2. Call meetings of the executive and of the membership [the dates and locations to be arranged for the convenience of those concerned].
3. Arrange the agenda for meetings of the executive and of the general membership. The secretary may be called on to prepare printed copies for use at the meeting. The agenda should be prepared well in advance of a meeting to allow for adequate pre-contacts with all persons involved in the business of that meeting.
4. Arrange for an annual general meeting and election of officers for the coming year.
5. Appoint special committees as necessary and be ex officio member of each committee.
6. Carry out plans set by previous committees.
7. Act as official representative to outside groups [or name a substitute—secretary] report to the membership, commitments or activities that involve the chapter.
8. Maintain knowledge of chapter's finances.
9. Assist the secretary in preparing the annual report of the chapter's activities, a copy of which is sent to the teachers' union local and to the provincial specialist association. A president both represents and leads.

Vice-president

In some chapters, holding this position is training for the following year's president. The vice-president, therefore, should make every effort to learn the routines and background of the association, which is best done by actively participating.

1. Attend all meetings of the executive committee and general meetings.
2. Be an active member of chapter committees.
3. Be ready to chair meetings or act as the president's substitute at any time.

4. Keep on file copies of reports and records for ready reference.
5. Get to know many chapter members personally.

Past president

1. Attend all executive and general meetings.
2. Assist the president if requested.
3. Be ready and willing to assume any task in an emergency.
4. At the request of the president, act as nominations chairperson for the next election of officers.

Secretary

This might be divided into two offices: recording and corresponding.

1. Take minutes at every executive meeting and general meeting.
2. Be prepared to read the minutes at the following meeting of each group.
3. Duplicate the minutes and send them to the members, the local teachers' union, and the PSA.
4. The president needs a copy of the minutes immediately after a meeting to act on decisions recorded therein and to check for accuracy.
5. As directed by the president, send notices of meetings to all people concerned.
6. Promptly acknowledge correspondence received by the chapter.
7. Provide the local teachers' union's PD chairperson and the PSA's president [or chapter coordinator] a duplicated list of names and addresses of the officers of the chapter.
8. Arrange for the purchase and distribution of chapter stationery.
9. Submit vouchers to the treasurer for all expenses related to secretarial duties. A professional tone in all communication is vital to good public relations for the chapter.

Treasurer

1. Keep an accurate record of all money belonging to the chapter.
2. Be prepared to give the balance on hand and a statement of receipts and disbursements at each general and executive meeting of the chapter.
3. Present an annual budget to the executive committee at the first meeting in the fall and request its adoption [the budget figures may have been prepared in the spring to request an allowance from the parent associations].
4. Be responsible for all routines in collecting and banking the chapter's money.
5. Issue cheques for payment of chapter's expenditures [usually there are two signing officers].
6. Attend to reimbursements promptly where guest speakers are concerned, have the cheques ready ahead of time.
7. At the end of the year, present a written statement of receipts and expenditures to the membership and to the PSA treasurer, and consult her or him regarding cash balance.
8. Orient your successor to her or his duties, after balancing the books for your school year. Label records and files, and store them in a central location.

Program convenor

This officer needs the assistance of a working committee, which might include the district supervisor or a PSA executive member. The success of the chapter often depends upon the efforts of this committee. Programs they design directly affect the members.

A few basic rules:

1. Carefully plan and organize each program well ahead of time. Remember that advertising is vital to a successful undertaking.
2. Choose programs to meet the needs and interests of the members, with variety for different people's opinions.
3. Timing is important. Ensure that each program is concentrated and easily available to the majority of the general membership.

4. Pay attention to the details of financial arrangements and courtesies.
5. Engage the executive of the chapter in the overall planning for the year's programs.

Hospitality chairperson

This officer may have a committee with assorted duties.

1. Provide refreshments at executive and general meetings.
2. Send personal remembrances [cards or notes] to members at special times—illnesses, bereavement, congratulations.
3. Help members to become acquainted with one another by providing name tags at functions or by acting personally in introducing and welcoming at meetings.

Representative to outside groups

The president or the secretary is best equipped to be the liaison with the chapter's parent organizations: the teachers' union local and the provincial specialist association. When the representative is named, notify the local and the PSA. The rep attends the outside meetings, reports, asks questions, etc., and returns with printed reports for the chapter



PSA calendar of important events

(BCTF Calendar of Events (meeting dates) is online at: www.bctf.ca/events/BCTF-Calendar.htm)

Each PSA is unique, so it is difficult to fill out a generic calendar. Some PSAs hold their annual general meetings in the fall; others hold their AGMs in the winter or the spring. The following calendar cites Federation requirements and suggestions for PSA planning.

May–June

- Executive offers spring activities.
- Association recruits members and subscribers.
- Editor prepares fall publications, schedules the year's publications, and notifies Betty Goto.
- Executive schedules events for coming year and notifies Betty Goto for PD Calendar and PSA brochure.
- President keeps in touch with PSAC SAC and BCTF staff liaisons.
- Editor prepares pre-PSA AGM publication.
- Executive plans AGM.
- Executive appoints nominations committee.
- Treasurer monitors budget.
- Association recruits members and subscribers.

July–August

- Association recruits members and subscribers.
- Editor prepares pre-Christmas publication.
- Executive plans program and budget for the year.
- Treasurer reviews BCTF-prepared annual financial statement of PSA for past year.
- President keeps in touch with PSAC SAC and BCTF staff liaisons.

September

- Association recruits members and subscribers.
- Executive plans and budgets, and president submits per-capita-grant application to Betty Goto by September 30. Editor provides the information to members and subscribers through newsletter.
- Executive sets meeting schedule and gives dates to all PSA executive members and Betty Goto.
- President keeps in touch with PSAC SAC and BCTF staff liaisons.

September 30

- deadline for submission of per capita grant application.

October

- Association recruits members and subscribers.
- Editor prepares January publication.
- Executive assists chapters and PD chairpersons with programs and conventions.
- Professional-development co-ordinator gets fall activities under way.
- President keeps in touch with PSAC SAC and BCTF staff liaisons.